



RAILROAD DAYS APPLICATION

October 2 - 3, 2004.

Complete application and "Terms of Participation" (*Below*). Return payment in the form of a check or money order (no cash), no later than July 30, 2004(to receive discount), to City of Brunswick, Railroad Days, One West Potomac St. Brunswick, Md. 21716. For information contact Geri Reynolds, 301-834-7500 ext. 3, recreation@brunswickmd.gov. Priority considered in order received.

	Before 7/31	After 7/31
<input type="checkbox"/> Non-Profit (Fundraising) - Number of 12'X10' Outdoor Spaces	_____ \$15	_____ \$25
<input type="checkbox"/> Non-Profit (No Fundraising) - Number of 12'X10' Outdoor Spaces (Limit to one space)	_____ \$0	_____ \$10
<input type="checkbox"/> Crafter - Number of 12'X10' Outdoor Spaces	_____ \$50	_____ \$60
Number of 10'X10' Indoor Spaces (Indoor spaces - Fire Dept. and other spaces as available)	_____ \$50	_____ \$60
<input type="checkbox"/> Food Vendor for Profit - Two day cost	_____ \$150	_____ \$200
<input type="checkbox"/> Food Vendor, Non-Profit - Two day cost	_____ \$50	_____ \$100

Food Vendors must include Health Department Food Permit.

Preferred Location _____ Space Number _____

Name _____ Phone _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Maryland Tax Number or Social Security _____

Description of Food and/or Craft Items (*Must match Health Permit*)

Size/Type of Trailer or Tent/Stand _____ Water ____ Yes ____ No

Electrical Requirements(food vendors only) _____

Signature _____ Date _____ Amount Enclosed _____ Check # _____

Request for Flyers: Number of Rack Cards _____ Number of Posters _____

☐ Will not participate, however remain on mailing list

TERMS OF PARTICIPATION

1.The City of Brunswick is sponsoring a Railroad Days Festival on Saturday, October 2 and Sunday, October 3, 2004 from 10:00am to 5:00pm. **The event will be held rain or shine.** There will also be a block party at Railroad Square stage from 7:00pm to 10:00pm on Saturday evening all are welcome. Vendors at R.R. Square may open if they chose to during the block party, but not required.

2.Spaces will be provided in the area known as Railroad Square and Main Street of Brunswick (W. Potomac Street),which are hard surface streets. Spaces are limited to 12' x 10' and are uncovered. Indoor spaces (10'x10')are available at the fire hall building . Please bring all of your own tables, chairs, and canopies. Please do not plan on driving any canopy stakes into the road.

3.Craft Vendors: Set-up time for out door crafters is after 9:00pm on Friday evening on October 1 also at 7:00am on Saturday, October 2 and Sunday, October 3(you may come as early as 6:00am). Please unload all tables, crafts, and canopies first and then go park and come back to set-up. Police patrols and security will be in the immediate area overnight, so you can leave tables and canopies up overnight if you would like(at your own risk, of course).**IF YOU RETURN YOUR APPLICATION BY July 30,2004, YOU WILL RECEIVE A \$10 INCENTIVE BONUS OFF THE CRAFTER FEE.** If you qualify please take discount off the fee prior to mailing in application.

Food Vendors: set-up time is Thursday, Sept 30 after 8:00pm or between 10:00am and 5:00pm on Friday, October 1. If you plan to set-up Friday **you *must*** call Geri the week before the event to set-up an appointment. We need to hook up all electric and water lines the day before the Festival in order to leave enough time to fix any problems that may arise. On Saturday and Sunday, after unloading your supplies, please be sure to move your vehicles to a parking area because we will be closing the roads to vendor spaces at 9:00am. Applications and a current copy of Dept. of Health Food Permit must be received by July 30 in order to assign spaces.

4.All crafters, food vendors and organizational displays must stay in their assigned space. No direct solicitation of sales or loud yelling out from your space is permitted. If this rule is violated, you will be asked to leave without a refund.

5.The Festival closes at 5:00pm both days. Vehicles will not be permitted in vendor areas between 9:00am and **5:30pm**.There will not be a storage area available for overnight. ***Please note the time for getting back into your space in the evening is for safety reasons.** This will give spectators time to leave the area without the risk of getting hit by a car or any other unforeseen accidents.

6.It is the responsibility of the applicant to collect and forward Maryland sales tax to the State. We provide them with a list of vendors.

7.The City of Brunswick and their employees will not be responsible for personal injury, loss, damage to property or belongings, whether it be the food vendor, exhibit, patron, shopper, or spectator. No liability insurance coverage will be provided by the City of Brunswick.

8. A cancellation of a crafter or food vendor must be done by July 30 to get 50% of the fee refunded, minus a \$5 processing charge. Cancellations after July 30 and “no shows” the day of the event will forfeit all refunds. A cancellation due to a medical emergency or a death in the immediate family must provide proof to receive a 50% refund minus a \$5 processing fee after July 30, 2004.

9. Per the Frederick County Health Department, **NO animals** are permitted to stay at a craft, food or non-profit space. If this rule is violated you will be asked to leave with no refund.

I/We have read and understand the rules and requirements stated above. I/We agree to hold the City of Brunswick harmless in the event an accident or incident occurs within the space I/We have rented during this activity.

Signature

Date